



DWD Issuance 14-2006, Change 1

Issued: October 2, 2009
Effective: October 2, 2009

Subject: Audit Tracking Forms

1. Purpose: To provide policy regarding the proper submission of Audit Tracking Forms.
2. Background: An Audit Tracking Form is the reporting instrument to be utilized by a local Workforce Investment Board (LWIB) when a new contract has been entered into with a sub-recipient agency or when an existing contract with a sub-recipient agency has been modified.
3. Substance: Audit Tracking Form Policy:
 1. Audit Tracking Forms are required for all contracts between LWIB's and service providers with the exception of vendors as defined at 29 CFR 99.210.
 2. Audit Tracking Forms must be submitted to the Division of Workforce Development (DWD) within 30 days of the date of the last required signature on the contract or contract modification.
 3. Contracts or contract modifications signed on or after June 15th of the current Program Year must be submitted to DWD no later than July 15th of the same calendar year.
 4. Audit Tracking Forms must contain each contracted program name with the corresponding contracted dollar amount and contract period.
 5. Audit Tracking Forms must contain the total contracted amount.
 6. Audit Tracking Forms must indicate whether this is the original contract or contract modification with the corresponding modification number.
 7. Audit Tracking Forms must contain the name and phone number of the person who either prepared or submitted the form.
 8. When multiple contracts are issued to the same service provider, a separate audit tracking form must be submitted for each contract.

9. Audit Tracking Forms must be submitted to DWD electronically to audittracking@ded.mo.gov. A reply message will be sent when the Audit Tracking Form has been received and accepted.

- 4. Action: This information must be used to develop or revise policies and procedures relating to Audit Tracking Forms and be distributed to appropriate staff.
- 5. Contact: If you have questions, contact Financial Management at (573) 522-3014.
- 6. Rescissions: None
- 7. Attachment: A completed sample Audit Tracking Form is available on WorkSmart: DWD Issuance 14-2006, Change 1, Attachment 1.



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